

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
CRIMINAL JUSTICE PROGRAMS DIVISION**

**AMERICAN INDIAN CHILDREN'S
TRIBAL COURT**

REQUEST FOR PROPOSAL



APRIL 2004

**GOVERNOR’S OFFICE OF EMERGENCY SERVICES
CRIMINAL JUSTICE PROGRAMS DIVISION
AMERICAN INDIAN CHILDREN’S TRIBAL COURT PROGRAM
COMPETITIVE REQUEST FOR PROPOSAL**

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CRIMINAL JUSTICE PROGRAMS DIVISION
AMERICAN INDIAN CHILDREN'S TRIBAL COURT PROGRAM
COMPETITIVE REQUEST FOR PROPOSAL**

PART I – INFORMATION

A. INTRODUCTION

This Request for Proposal (RFP) provides all of the information and forms necessary to prepare a proposal for the Governor's Office of Emergency Services (OES) grant funds. The terms and conditions described in this RFP supersede all previous RFPs and any conflicting provisions stated in the *Grantee Handbook*. However, the *Grantee Handbook* provides helpful information you may wish to consult while developing your proposal. A copy can be obtained from OES/CJPD website, <http://www.oes.ca.gov>; Plans and Publications; RFA/RFP Grantee Handbook.

B. CONTACT INFORMATION

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Criminal Justice Specialist
Children's Section
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Questions concerning this RFP, the application process, or programmatic issues, should be submitted by fax or e-mail.

Contact information is provided above; however, OES/CJPD staff cannot assist applicants with the actual preparation of their proposals. During the period of time between the publication date of the RFP and the date competitive proposals are due, OES/CJPD can only respond to technical questions about the RFP submitted by fax or e-mail.

C. PROPOSAL DUE DATE

To submit a proposal, applicants must deliver the proposal to OES/CJPD **by 5:00 p.m.** on the due date, or mail the proposal postmarked by the due date.

The Due Date Is: Wednesday, May 12, 2004

Applicants must submit **one original and three copies** of the proposal to:

Governor's Office of Emergency Services
Criminal Justice Programs Division
P.O. Box 419047
Rancho Cordova, CA 95741-9047

Attn: AMERICAN INDIAN CHILDREN'S TRIBAL COURT PROGRAM RFP
Children's Section

or

If sending proposal by overnight delivery, submit to:

Governor's Office of Emergency Services
Criminal Justice Programs Division
3650 Schriever Avenue
Mather, CA 95655

Attn: AMERICAN INDIAN CHILDREN'S TRIBAL COURT PROGRAM RFP
Children's Section

If hand-delivering the proposal, see directions on Page 53.

All proposals delivered in person will be time stamped by OES/CJPD. **Late proposals will be deemed ineligible for funding.**

D. ELIGIBILITY

Applicants eligible to receive funding for the American Indian Children's Tribal Court Program must be a federally recognized California Indian Tribe, a consortium of federally recognized tribes, or a council for federally recognized California Indian Tribes.

E. FUNDING CYCLE AND DURATION

1. Grant Award Period

The funding cycle for this program is three years, **beginning July 1, 2004 and ending June 30, 2007**. Each grant award period will be for twelve (12) months. The first grant award period for which the project must budget **begins July 1, 2004, and ends June 30, 2005**. An application for continuation funding must be submitted for the second and third year of funding. Continuation funding is contingent upon satisfactory performance and subject to availability of funds.

2. Source of Funds

Grant funds allocated for the American Indian Children's Tribal Court Program are derived from the Children's Justice Act (CJA) federal funds.

3. Allocation of Funds

OES/CJPD has allocated \$300,000 of federal CJA funds for the American Indian Children's Tribal Court Program for FY 2004/2005. Of the allocation, \$150,000 will fund the two currently funded Tribes which have had the American Indian Children's Tribal Court Planning projects: Morongo Band of Mission Indians and Karuk Tribe of California. Through this competitive RFP, the remaining \$150,000 will fund two additional projects at \$75,000 each for the first year of this three-year program.

Grantees must comply with Public Law 103-227, Part C – Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994, which requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted by an entity and used routinely or regularly for the provision of health, day care, education or library services to children under

the age of 18, if the services are funded by federal programs either directly or through state or local governments. Federal programs include grants, cooperative agreements, loans or loan guarantees and contracts.

4. Use of Funds

CJA federal funds must be used to improve the investigation, prosecution, and judicial handling of cases of child abuse and neglect. The overall goal of the CJA is to reduce systemic trauma to children who are victims of child abuse, sexual abuse and exploitation, and preserve the rights of all parties involved in the investigation of such cases.

F. PROGRAM INFORMATION

1. Purpose of the Governor's Office of Emergency Services, Criminal Justice Programs Division (OES/CJPD)

OES/CJPD is the lead agency responsible for implementing the Governor's Public Safety Plan for California. This plan is a comprehensive system-wide approach designed to support criminal and juvenile justice agencies, local victim service programs, schools, community crime prevention programs, and training programs for prosecutors and public defenders. OES/CJPD provides leadership and direction in implementing the plan by:

- Providing grant funding to State and local units of government, and private nonprofit organizations;
- Supporting the development of state-of-the-art approaches for the justice systems, crime prevention, and victim services programs;
- Providing technical assistance to ensure effective program management;
- Disseminating information on successful program models and current and emerging research;
- Promoting interdisciplinary information exchange and support between criminal and juvenile justice agencies, and public and private organizations; and
- Developing publications on crime prevention, crime suppression, victimology, and victim services for statewide distribution.

2. Purpose of the Children's Justice Act (CJA)

The Children's Justice Act (CJA) is supported by the Federal Crime Victim's Fund, an amalgamation of fines and fees collected from defendants convicted of Federal crimes. The Crime Victim's Fund is administered by the United States Department of Justice, Office of Victims of Crime (OVC). CJA grants are awarded by the Administration on Children, Youth, and Families, United States Department of Health and Human Services, as authorized by Section 107 of the Child Abuse Prevention and Treatment Act (CAPTA), as amended, October 3, 1996. Recipient states must be eligible for the CAPTA Basic State Grant and establish and maintain a multi-disciplinary task force on children's justice.

OES/CJPD is the administering agency for the CJA grant funds. The CJA is a federal program charged with identifying the need for systematic changes in the area of *investigating*

child abuse. The federal funds provide grants to states to improve the investigation, prosecution, and judicial handling of cases of child abuse and neglect. Since 1993, CJA funds have supported numerous programs throughout California and propelled much needed change in the system's response to child abuse. The overall goal of the CJA is to reduce systematic trauma to children who are victims of child abuse, sexual abuse and exploitation, and preserve the rights of all parties involved in the investigation of such cases. Child fatality cases involving suspected child abuse or neglect also meet CJA criteria.

The CJA Task Force is a requirement for California's eligibility to receive the federal funds. This Task Force is comprised of professionals throughout California who have knowledge and expertise in the areas of criminal justice and child abuse. Their expertise is related to issues in the investigation of child physical abuse, child neglect, child sexual abuse and exploitation, and child maltreatment-related fatalities. The Task Force is responsible for making policy and training recommendations to the State regarding improvements and reform to the way suspected child abuse cases are handled.

3. Historical Background

The CJA Task Force held regional public hearings and informational roundtables during the months of September and October 1995. The purpose of these meetings was to obtain testimony and data from practitioners in the child abuse field. Invitations were distributed to law enforcement officers assigned to child abuse units, district attorneys who prosecute child abusers, medical personnel who conduct forensic evidentiary examinations, mental health therapists, child protective service workers, juvenile and superior court judges and victim advocate groups.

As a result of these hearings, 31 recommendations on how to improve and reform the investigative, administrative and judicial handling of cases involving child abuse, particularly child sexual abuse and exploitation, were developed. These recommendations were published in the California Children's Justice Act Task Force Report for 1996. The concept for a Children's Tribal Court evolved from this foundation.

AB 1525 (Chapter 724, Statutes of 1995) was passed and signed into law October 1995. Effective January 1, 1996, it authorized the State of California Department of Social Services (CDSS) to enter into agreements with federally recognized California Indian tribes to provide child welfare service programs to their member children in lieu of county agencies, and to receive state and federal funds to provide those services.

Services that may be provided under a State-Tribal Agreement include emergency response, family reunification, permanent placements, family maintenance, foster care maintenance payments and family preservation.

Subsequent to the 1996 recommendation, CJA has funded several efforts to establish a viable American Indian Children's Tribal Court Program. The complex issues related to implementing successful American Indian Children's Tribal Court programs has resulted in a significant amount of planning and coordination since the passage of AB 1525.

4. Intent of the American Indian Children's Tribal Court Program

While State-Tribal Agreements provide American Indian Tribes control over a range of child welfare services, it is advantageous to the tribes to establish a children's tribal court as it provides tribal control of their child welfare cases as intended by the passage of the Indian Child Welfare Act (ICWA). The establishment of a children's tribal court will clearly delineate

responsibilities held by the individual counties and those held by the tribal social services. It is anticipated duplication of services and confusion over jurisdictional responsibilities will be eliminated; gaps in services to Indian children are filled; delays are reduced; services are culturally appropriate to the needs of Indian children; and fewer out-of-home placements may result.

The goal of the American Indian Children's Tribal Court Program is to assist California American Indian Tribes, consortiums of federally recognized tribes, or councils of federally recognized tribes to establish a children's justice system to serve American Indian minors-in-need-of-care. In order to achieve this goal, the following are important elements:

- While an essential core element of such a system is a tribal court, the capability to make decisions regarding the care and custody of American Indian minors-in-need-of-care must be supported by child placement, child intervention, family support/reunification, and mental and physical health resources. Therefore, a trained staff, committed to quality services for American Indian minors-in-need-of-care, is essential.
- Initial focus of the American Indian Children's Tribal Court Program is to identify essential county and State counterparts to network and consult with during the implementation phase of the grant.
- A successful program will require evaluating current California tribes which are operating Children's Courts, as well as States such as Oregon and Alaska, which are established Public Law 280 Tribal Court States. This will provide valuable information on identifying pitfalls and barriers to effective tribal court development.
- Overcoming the issue of liability for American Indian Tribes to license and monitor their own foster homes is paramount to the successful implementation of a tribal court program in California. The program shall coordinate efforts to address the complexities of Indian tribes immunity from civil penalties and the responsibility for any tortuous act done by the tribe.
- Written guiding policies, standards, and procedures which establish safety protocols regarding minors served by the system, staff, and volunteers can reduce the risk of harm and lower liability risks, and can ensure all American Indian children served by the court system are treated uniformly.
- Financial support for the entire system is a core necessity for program success.
- The American Indian Children's Court Program encourages applicants to develop their chosen model on an assessment of their community needs and the cultural aspects of those served. A formal process of decision-making relating to child placement homes and other supportive services are essential core elements for a successful program, but the design may vary among tribal entities. For example, a tribal court may be based on the concepts of mediation and consensus building or it may be based on reliance on the wisdom of an appointed group, such as tribal elders, or it may be founded in the adversarial model of a judge and two opposing advocates arguing on behalf of their clients.

Recognizing the many steps in successfully building a children's tribal court system, the purpose of this RFP is to fund a three-year process to design the infrastructure of a children's tribal court system and successfully implement it with activities such as:

- Assessing current barriers to the successful implementation of a tribal court;
- Identifying financial resources for the delivery of services to American Indian children and their families;
- Assessing the needs of the community and the population to be served;
- Selecting a culturally appropriate children's tribal court model;
- Identifying and training key personnel that will manage and implement the system;
- Developing written policies, job descriptions, procedural protocols, and standards;
- Developing linkages with organizations providing collateral services;
- Developing or identifying a viable liability system for tortuous acts committed by the tribe, its agents or assigns;
- Developing strategies to identify and overcome barriers; and
- Hearing relevant American Indian minor-in-need-of-care cases.

Tribes may enhance their respective programs by seeking state and federal funds to pay for services eligible under AB 1525, which would include emergency response, family reunification, permanent placements, family maintenance, foster care maintenance payments, and family preservation. To receive these funds tribes must enter into an agreement with the State of California Department of Social Services (CDSS) to provide child welfare service programs directly to their member children in lieu of county agencies providing the service programs.

Applicants must document a source of financial support for these services or be willing to work with CDSS staff towards this goal. Anne Smith, Policy Consultant, CDSS, is available to answer questions and provide technical assistance to tribes wishing to become eligible for state and federal funds under AB 1525. Ms. Smith may be reached at (916) 651-6031 or anne.smith@dss.ca.gov.

G. PREPARING A PROPOSAL

For clarity, the forms in Part III include a Proposal Cover Sheet. Please complete the Proposal Cover Sheet and attach it to the front of your proposal.

The following six components are required for a complete proposal:

- Proposal Cover Sheet,
- Grant Award Face Sheet (A301),
- Preference Points Certification Form (if applicable),
- Project Narrative,
- Budget Narrative and Project Budget (A303a-c), and
- Proposal Appendix.

Note: Failure to include all of the required components may result in a reduced score or disqualification. OES/CJPD will not advise applicants that their proposal is incomplete prior to rating or disqualification.

PART II – INSTRUCTIONS

The instructions in this section correspond to each of the proposal components, as well as to the forms provided in Part III.

Applicants must use the forms provided or computer-generated forms, and plain 8½" x 11" white paper for the project narrative sections. If computer-generated forms are used, they must duplicate the OES forms and must not allow the applicant more space than that provided on the OES forms. Applicants must ensure information requested by the RFP instructions is included in the appropriate section of the proposal to receive credit. If a space limitation is specified for a component, strict adherence to the space limitation is required.

Proposals must be typed with characters no smaller than standard 12-pitch font. **Applicants must double-space all narrative sections of the proposals with the exception of the budget, and the Objectives and Activities, which may be single-spaced.**

Copies of the proposals must be assembled separately and individually fastened in the upper left corner. **Do not bind proposals.**

Failure to comply with these spacing/formatting requirements is one of the many factors that may negatively impact your comprehensive assessment score.

A. PROJECT NARRATIVE

The project narrative is the main body of information describing the problem to be addressed, the plan to address that problem through appropriate and achievable objectives and activities, and the ability of the applicant to implement the proposed plan.

The applicant is asked to describe the following: the implementing agency, project design, project goals, objectives and activities, and the project budget.

Responses must not exceed the stated page limit for each section. Information submitted in excess of the space limitation will not be read or rated. Each section of the narrative should be double-spaced with the exception of the budget, and the Objectives and Activities, which may be single-spaced.

Applications are rated based on a variety of factors, including whether or not OES's directions were followed. Failure to comply with these directions will result in a penalty to the applicant's score. OES often receives applications in excess of the funding availability, and since the RFP process is a highly competitive process, applicants should ensure all of the OES's directions (including all spacing requirements) are followed to avoid losing points.

Applicants must develop responses to the application components as shown below:

1. Problem Statement (limit four, double-spaced pages)

Provide a narrative description of the problem in the applicant's service area to be addressed by the project. Describe each of the following topics:

- Describe the service area, location, population, economic, demographic, social factors, and the population to be served;

- Identify incidences of American Indian minors-in-need-of-care cases currently in the designated service area;
- Describe how county and state agencies coordinate the services for American Indian children and their families;
- Describe current policies and procedures in place, which would streamline the investigative and court process;
- Describe the obstacles that have been interfering with the local court's ability to adequately serve this population of child abuse victims;
- Indicated why current resources may or may not be meeting the needs of American Indian minors-in-need-of-care cases;
- Describe how the project will benefit American Indian minors-in-need-of-care in the project area; and
- Identify the differences in handling American Indian child welfare cases, which would result from the implementation of the program.

2. **Plan** (limit thirty, double-spaced pages)

a. **Project Design**

The American Indian Children's Tribal Court Program goals include developing a plan to implement an American Indian children's justice system to address minors-in-need-of-care cases. These also include completing steps to develop a solid infrastructure to support the on-going maintenance of a successful program. As part of describing the project's design, please address the following:

- Describe how the project will effectively impact the problem;
- Describe how the project will assist in hearing minors-in-need-of-care cases involving American Indian children and families;
- Describe how the funds will assist in streamlining the system's response to children and their families;
- Describe how the project will address the need for specialized foster care placements for American Indian, minors-in-need-of-care cases; and
- Describe other areas project funds will assist in the development of other State Tribal Courts.

b. **Project Objectives and Activities**

The applicant is required to submit all the mandated objectives and activities as delineated below. You may submit additional optional objectives and activities. These optional objectives and activities are to be designed by the applicant to achieve the project's goals.

Use a separate sheet of paper for each objective and its related activity.

Objectives should be listed at the top of the paper with supporting activities listed on the remainder of the page. Activities must describe the steps necessary to achieve the objective. Each objective must be accompanied by activities that address the issues identified in the objective. Each objective must start on a new page.

Mandatory Objectives:

The project has eight mandated objectives:

1. Assess the needs of the community and the population to be served;

2. Select a culturally appropriate children's tribal court model;
3. Identify, and train key personnel that will manage and implement the program;
4. Develop written policies; job descriptions; procedural protocols; and standards;
5. Identify organizations providing collateral services; develop linkages with those organizations;
6. Develop strategies to identify and overcome barriers;
7. Investigate funding sources for the various children's justice system components; and
8. Receive American Indian minor-in-need-of-care cases in the American Indian Tribal Court, children's justice system; provide comprehensive services to Indian children and their families.

For each objective describe the following:

- i. What exists now, a baseline, clearly documenting the current level of resources and progress towards implementing an American Indian Children's Tribal Court, children's justice system to serve American Indian minors-in-need-of-care?
- ii. What will be additionally accomplished as a specific result of the project? Present a clear answer to the question, "What will be different as a direct result of this project being funded?"
- iii. Describe the activities to be performed to accomplish each objective.
- iv. Describe the source documentation used to collect and report data and prove each objective successful. Source documents may include, but are not limited to:
 - Training certificates;
 - Correspondence;
 - Draft documents; and
 - Meeting agendas, attendance rosters, and minutes.

The following are minimum performance standards for each objective.

Objective 1: Assess the needs of the community and the population to be served.

The minimum performance standards for successful completion of this objective are:

- Complete the objective within the first three months of the year-one grant period.
- Submit to OES/CJPD the results of the needs assessment when submitting the 90-day project status report.

Objective 2: Select a culturally appropriate children's tribal court model.

The minimum performance standards for successful completion of this objective are:

- Complete the following activities to achieve the objective: (The project can identify additional activities.)

Activity 1: Identify different children's tribal court models, such as: mediation, judge and jury (adversarial), tribal appointed panel, or restorative justice.

Activity 2: Research two existing successful models to gain additional information.

- Complete the objective to identify the selected model within the first three months of the grant period.
- Submit an overview of the model and incorporated new organizational chart to OES/CJPD within the first three months of the grant period.

Objective 3a: Identify the key personnel that will manage and implement the children's tribal court justice system.

The minimum performance standards for successful completion of this objective are:

- Complete the objective within the first three months of the year-one grant period.
- Submit the information to OES/CJPD in the 90-day project status report.

Objective 3b: Train the key personnel that will manage and implement the children's tribal court justice system.

The minimum performance standards for successful completion of this objective are:

- Complete the following mandated activities to achieve the objective. (The project can identify additional activities.)

Activity 1: A training plan must be developed to train key personnel in program models and identified administrative skills. The plan must include a process for periodic review and revision. If new staff and/or topics are added they should also be included in the training plan.

Activity 2: All key personnel must attend training in the California Child Welfare System.

Activity 3: All key personnel must attend training in restorative justice models.

Activity 4: All key personnel must attend training in mediation and arbitration methodologies.

- Initiate implementation of the training plan within the first three to six months of the year-one grant period.
- Submit the information to OES/CJPD in the six-month progress report.

Objective 4a: Develop written policies to administer and implement the selected children's tribal court justice system.

The minimum performance standards for successful completion of this objective are:

- Initiate the development of administrative policies within the first six months of the year-one grant period.
- Submit the information to OES/CJPD in progress reports.

- Submit a draft of administrative policies to OES/CJPD for review upon completion.
- Complete and fully integrate the administrative policies by the end of the year-one grant period.

Objective 4b: Develop written job descriptions for staffing the selected children's tribal court justice system model.

The minimum performance standards for successful completion of this objective are:

- Initiate the development of job descriptions within the first three months of the year-one grant period.
- Submit completed job descriptions to OES/CJPD attached to the 90-day project status report.

Objective 4c: Develop written procedural protocols to provide guidance in implementing the selected children's tribal court justice system model.

The minimum performance standards for successful completion of this objective are:

- Initiate the development of procedural protocols within the first six months of the year-one grant period.
- Submit the information to OES/CJPD in progress reports.
- In the first six-month progress report, submit an overview outline of procedural protocols to OES/CJPD for review.
- Submit the draft of procedural protocols to OES/CJPD attached to the final first year progress report.

Objective 4d: Develop written standards.

The minimum performance standards for successful completion of this objective are:

- Initiate the development of written standards within the first three months of the year-one grant period.
- Submit the information to OES/CJPD in the progress reports.
- In the first six-month progress report, submit an overview outline of written standards to OES/CJPD for review.
- Submit the draft of written standards to OES/CJPD attached to the final first year progress report.

Objective 5a: Identify organizations providing collateral services.

The minimum performance standards for successful completion of this objective are:

- Initiate the identification of agencies providing collateral services within the first six months of the year-one grant period.

- Submit the information to OES/CJPD in the six-month progress report.
- Complete this objective by identifying a minimum of five agencies within the first six months of the grant period.

Objective 5b: Develop linkages with organizations providing collateral services.

The minimum performance standards for successful completion of this objective are:

- Initiate linkages with agencies providing collateral services within the first six months of the year-one grant period.
- Submit the information to OES/CJPD in the six-month progress report.
- Complete this objective by linking with a minimum of two agencies within the first six months of the grant period.

Objective 6: Develop strategies to identify and overcome barriers to implementing the children's tribal court justice system model.

The minimum performance standards for successful completion of this objective are:

- Develop and implement a process to periodically review the status of the project, identify, and problem solve barriers within the first six months of the year-one grant period.
- Submit a written description of the process to OES/CJPD to be included in the six-month progress report.
- Complete the objective in the first year of the grant period.

Objective 7: Investigate funding sources for the various children's justice system components.

The minimum performance standards for successful completion of this objective are:

- Initiate contacts with entities providing potential financial resources within the first six months of the year-one grant period.
- Submit the information to OES/CJPD in the six-month progress report.
- Complete this objective by considering a collaboration with the California Department of Social Services (CDSS) and fulfilling the roles and responsibilities outlined in the State-Tribal Agreement within the first year of the grant period.

Objective 8a: Receive American Indian minors-in-need-of-care cases in the American Indian Children's Tribal Court children's justice system.

The minimum standards for successful completion of this objective are:

- Transfer and/or originate at least one case into the jurisdiction of the Tribal Court, children's justice system.

- Submit the information to OES/CJPD in the final first year progress report.
- Complete the objective in the second year of the grant period with the intention of cases continuing to be received in subsequent years two and three of the program.

Objective 8b: Provide comprehensive intervention services to selected American Indian children and their families.

The minimum performance standards for successful completion of this objective are:

- Identify appropriate services available to American Indian children and their families, which are incorporated into overall family reunification or family maintenance plans.
- Submit the information to OES/CJPD in the final first year progress report.
- Complete the objective in the first year of the grant period with the intention of cases continuing to be received in subsequent years two and three of the program.

Optional Objectives

Optional objectives will be considered in the comprehensive assessment category of the Rating Form. The applicant may incorporate as many optional objectives into the application as it chooses. Upon implementation of the program, the selected grantee will be required to implement activities described to achieve the chosen optional objectives.

Timeline (Limit two single-space pages)

Applicants must provide a timeline for completion of the objectives and activities. The timeline should highlight anticipated levels of achievement at particular intervals throughout the grant award period. The timeline should reflect a realistic plan with adequate resources to achieve the objectives. Indicate roles and responsibilities if the scope of tasks is spread over project staff or organizations.

3. Implementation (limit ten, double-spaced pages)

This section describes the project's ability to implement the plan.

a. Organizational Description

- Describe the applicant agency, including: size, composition, primary mission, philosophy, range and focus of services, and the role of the project within the agency.
- Describe the duties, responsibilities, time commitments, and qualifications of staff assigned to the project.
- Describe current efforts and projects being implemented by the applicant agency that are similar in design or intent to the American Indian Children's Tribal Court Program described in the RFP.

- Provide a copy of the applicant agency's current organizational chart, illustrating the proposed American Indian Children's Tribal Court Program within the agency's organizational structure.

b. Organizational Qualifications

Describe the organizational qualifications to successfully implement the project. Discuss important achievements, including previous projects successfully undertaken by the organization. Include a narrative description of working relationships with other agencies. Describe available financial resources to implement placement and other child welfare services for American Indian minors-in-need-of-care once they are under the jurisdiction of the tribal court. If no financial resources are available for this purpose, applicants can meet this objective by entering into a State-Tribal Agreement with CDSS to become eligible for funds.

c. Coordination With Other Agencies

List the agencies that will participate in this project and describe how the project will coordinate activities with them. Provide copies of the applicant agency's current or proposed signed Operational Agreement (OA) or Memorandum of Understanding (MOU) with the proposed partner agencies, demonstrating the cooperative relationship and collaborative implementation of the proposed American Indian Children's Tribal Court Program. The OAs/MOUs must be signed and dated for FY 2004/2005.

d. Evaluation

- Describe how the applicant agency will evaluate the American Indian Children's Tribal Court Program's implementation in the target area and its impact on the population served.
- Describe the applicant agency's ability to participate in an OES/CJPD administered or sponsored programmatic evaluation, including available personnel, funds, and resources.
- Provide a statement of the applicant agency's willingness and intent to cooperate with future evaluation efforts by OES/CJPD or its designee.

B. PROJECT BUDGET

The purpose of the Project Budget is to demonstrate how the project will implement the proposed plan with the funds available through this program. The budget is the basis for management, fiscal review, and audit. Project costs must be directly related to the objectives and activities of the project. The budget must cover the entire grant period. In the budget, include **only** those items covered by grant funds, including match funds when applicable. Projects may supplement grant funds with funds from other sources. However, since all approved line items are subject to audit, applicants should not include in the project budget matching funds (if applicable) in excess of the required match. All budgets are subject to OES/CJPD modifications and approval.

OES/CJPD requires the applicant to develop a **line item** budget that will enable them to meet the intent and requirements of the program, ensure the successful implementation of the project, and be cost-effective. The applicant should prepare a realistic and prudent budget avoiding unnecessary or unusual expenditures that would detract from the accomplishment of the objectives and activities of the project. The following information is provided to assist in the preparation of the

budget. Strict adherence to all required and prohibited items is expected. **Where the applicant does not budget for a required item, the applicant assumes responsibility.** Failure of the applicant to include required items in the budget does not exclude responsibility to comply with those requirements during the implementation of the project. The applicant should refer to the *Grantee Handbook* at <http://www.oes.ca.gov>; Plans and Publications; RFA/RFP Grantee Handbook for additional information concerning OES/CJPD budget policy or to determine if specific proposed expenses are allowable. Contact the person listed on page 1, subsection B. Contact this person if a hard copy of the *Grantee Handbook* is needed.

1. **Budget Narrative**

Applicants are required to submit a narrative with the project budget. The narrative must be typed and placed in the proposal in front of the budget pages. In the narrative describe:

- How the project's proposed budget supports the stated objectives and activities in the project.
- How funds are allocated to minimize administrative costs and support direct services.
- The duties of project-funded staff, including qualifications or education level necessary for the job assignment.
- How project-funded staff duties and time commitments support the proposed objectives and activities.
- Proposed staff commitment/percentage of time to other efforts, in addition to this project.
- The necessity for subcontracts and unusual expenditures.
- Mid-year salary range adjustments.

2. **Specific Budget Categories**

There is a separate form in the Forms Section (Part III) for each of the following three budget categories:

- Personal Services – Salaries/Employee Benefits,
- Operating Expenses, and
- Equipment.

Each budget category requires line item detail that addresses the method of calculation and justification for the expense. Enter the amount of each line item in the right hand column of the Budget Category form. All charges must be clearly documented **and rounded off to the nearest whole dollar**. Enter the total amount of the budget category at the bottom of the form. If additional pages are needed, total only the last page of each budget category.

The bottom of the Equipment Category form contains a format for identifying the project total and fund distribution. This section must be completed and submitted even if there are no line items identified in the equipment category.

a. Personal Services – Salaries/Employee Benefits (Form A303a)

1) Salaries

Personal services include all services performed by staff who are directly employed by the applicant and must be identified by position and percentage of salaries. All other persons are to be shown as consultants in the Operating Expenses Category supported by a memorandum of understanding, contract, or operational agreement, which must be kept on file by the grantee and made available for review during an OES/CJPD site visit, monitoring visit, or audit. Furthermore, in the case of grants being passed through a grantee to be operated by another agency, the staff from the second agency will be shown in the Operating Expenses Category. In either case, they may be salaried or hourly, full-time or part-time positions. Sick leave, vacation, holidays, overtime, and shift differentials must be budgeted as salaries. If agency personnel have accrued sick leave or vacation time prior to the approval of grant funding, they may not take that time off using project funds.

2) Benefits

Employee benefits must be identified by type and percentage of salaries. Applicants may use fixed percentages of salaries to calculate benefits. Budgeted benefits cannot exceed those already established by the applicant.

Employer contributions or expenses for social security, employee life and health insurance plans, unemployment insurance, and/or pension plans are allowable budget items. Other benefits, such as uniforms or California Bar Association dues, are allowable budget items if negotiated as a part of an employee benefit package.

A line item is required for each different position/classification, but not for each individual employee. If several people will be employed full-time or part-time in the same position/classification, provide the number of full-time equivalents (e.g., three half-time clerical personnel should be itemized as 1½ clerical positions).

b. Operating Expenses (Form A303b)

Operating expenses are defined as necessary expenditures exclusive of personnel salaries, benefits and equipment. Such expenses may include specific items directly charged to the project, and in some cases, an indirect cost allowance. The expenses must be grant-related (e.g., to further the program objectives as defined in the grant award) and be encumbered during the grant period.

The following items fall within this category: consultant services such as subcontractors who are not employed by the applicant, travel, office supplies, training materials, research forms, equipment maintenance, software equipment rental/lease, telephone, postage, printing, facility rental, vehicle maintenance, answering service fees, and other consumable items. Furniture and office equipment with an acquisition cost of less than \$1,000 per unit (including tax, installation, and freight) **and/or with a useful life of less than one year fall within this category.**

Budget for all anticipated training related to the project. Applicants must budget for a minimum of one OES/CJPD-sponsored training session during the grant year. Applicant must also include sufficient per diem and travel allocations for persons to attend required OES training conferences or workshops. If several staff will be attending the same event, budget for the total number of people. A minimum of two project staff from each

participating agency must attend each training conference. Applicant must budget a minimum of \$200 for registration fees for each person, plus the state per diem rate and travel expenses.

c. Equipment (Form A303c)

Equipment is defined as nonexpendable tangible personal property having **a useful life of more than one year** and an acquisition cost of \$1,000 or more per unit (including tax, installation, and freight).

A line item is required for each different type of equipment, but not for each specific piece of equipment (e.g., three laser jet printers must be one line item, not three).

C. PROPOSAL APPENDIX

The proposal appendix provides OES/CJPD with additional information from the applicant to support components of the proposal.

- **Organizational Chart:** The Organizational Chart should provide a clear and detailed depiction of the structure of the applicant organization, and the specific unit within the organization that will be responsible for the implementation of the project. This chart should also depict supporting units within the organization (e.g., the Accounting Unit) and depict the lines of authority within the organization. Job titles on the Organizational Chart should match those in the Budget and Budget Narrative.
- **Operational Agreements:** The Operational Agreements (OAs) must be dated and contain **original signatures, titles and agency names for both parties**. These must demonstrate a formal system of networking and coordination with other agencies and the project. Those submitted with the proposal must be effective for the proposed grant year. For the purpose of this RFP, the terms OAs and MOUs are synonymous. A sample operational agreement is provided in the Forms section of this RFP.

D. PREFERENCE POINTS CERTIFICATION

California Government Code Section 7082 requires OES/CJPD to give preference to applicants from areas in the state designated as Enterprise Zones. These are areas that have been identified to receive state contract preference points due to high unemployment, lower incomes, and population density. The goal of the Enterprise Zone Program is to stimulate growth in economically distressed areas. Five percent of the applicant's total score will be added to the proposal for the applicant that specifically targets a designated zone for services. Two percent of the applicant's total score will be added to the proposal for applicant whose service area includes an Enterprise Zone, but does not specifically target the area for services.

Complete information concerning the Enterprise Zone Program is available on-line from the California Technology, Trade, and Commerce Agency, Community and Investment Incentives Section of the Business and Community Resources web page at <http://www.commerce.ca.gov>. If the Applicant is eligible for preference points, it must provide certification of eligibility by the appropriate agency. Self-certification is not allowed. A certification form is provided in the Forms portion of this RFP.

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
CRIMINAL JUSTICE PROGRAMS DIVISION
AMERICAN INDIAN CHILDREN'S TRIBAL COURT RFP**

PART III – FORMS

**COMPETITIVE REQUEST FOR PROPOSALS
PROPOSAL CHECKLIST AND REQUIRED SEQUENCE**

This checklist is provided to assist the applicant in ensuring that a complete proposal is submitted to OES/CJPD. Failure to include any of the following elements may result in disqualification of the proposal.

- ☐ **STANDARD GRANT AWARD FORMS**
 - 1) Proposal Cover Sheet
 - 2) Grant Award Face Sheet (Form A301)
 - 3) Project Service Area Information
 - 4) Project Contact Information
 - 5) Certification of Assurance of Compliance (Form 656)
 - 6) Preference Points Certification Form

- ☐ **PROJECT NARRATIVE**
 - 1) Problem Statement
 - 2) Plan – Objectives and Activities
 - 3) Implementation – Description of project's ability to implement the plan

- ☐ **PROJECT BUDGET**

Submit all documentation as appropriate to support items budgeted in the application.

 - 1) Budget Narrative
 - 2) Personal Services Budget (Form A303a)
 - 3) Operating Expenses Budget (Form A303b)
 - 4) Equipment Budget (Form 303c)

- ☐ **PROPOSAL APPENDIX**
 - 1) Project Summary
 - 2) Operational Agreements and/or Memorandums of Understanding
 - 3) Organizational Chart
 - 4) Additional Signature Authorization
 - 5) Sole/Single Source Information

GOVERNOR'S OFFICE OF EMERGENCY SERVICES
Criminal Justice Programs Division
P.O. Box 419047
Rancho Cordova, CA 95741-9047
(916) 324-9100



PROPOSAL COVER SHEET

RFP PROCESS

AMERICAN INDIAN CHILDREN'S TRIBAL COURT PROGRAM

Deliver to the Children's Section

Submitted by:

Agency Name:_____

Address:_____

Contact Person:_____

Phone Number:_____

GRANT AWARD FACE SHEET INSTRUCTIONS

1. **Administrative Agency**

Enter the complete name of the unit of government applying for funding (e.g., Alameda County, City of Fresno), also referred to as the "grantee."

2. **Implementing Agency**

Enter the complete name of the agency responsible for the day-to-day operation of the grant (e.g., Sheriff, Police Department), and the contact person's name, address, and telephone number. Include an e-mail address, if you have one.

3. **Project Title**

Enter the complete title of the project. Do not use acronyms. Do not exceed 60 characters, including spaces and punctuation.

4. **Project Director**

Enter the name, title, mailing address, and telephone number of the individual ultimately responsible for the project. This information must be limited to four lines.

5. **Financial Officer**

Enter the name, title, mailing address, and telephone number of the person who will be responsible for all fiscal matters relating to the project. This person must be someone other than the project director. The reimbursement check for this project will be mailed to the address shown for the financial officer. This information must be limited to four lines.

6. **Award Number**

Leave blank (to be completed by OES/CJPD).

7. **Grant Period**

Enter beginning and ending dates of funding as specified in the grant application instructions.

8. **Federal Amount**

If applicable, enter the amount of federal funds requested for the project. The amount must be consistent with the proposed budget. If not applicable, enter N/A.

9. **State Amount**

If applicable, enter the amount of state funds requested for the project. If not applicable, enter N/A.

10. **Cash Match**

If applicable, enter the amount of cash match. The amount must be consistent with the proposed budget. If not applicable, enter N/A.

11. In-Kind Match

If applicable, enter the amount of in-kind match. The amount must be consistent with the proposed budget. If not applicable, enter N/A.

12. Total Project Cost

Enter the sum of items 8, 9, 10, and 11. The amount must be consistent with the proposed budget.

13. Official Authorized to Sign for Applicant/Grantee

Enter the signature, name, title, address, and telephone number of the official authorized to enter into the Grant Award Agreement for the city/county or community-based organization, as stated in the language between items 12 and 13 of the Grant Award Face Sheet (Form A301). **Provide an original signature of the authorized official in blue ink.**

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
CRIMINAL JUSTICE PROGRAMS DIVISION
GRANT AWARD FACE SHEET (FORM A301)**

The Governor's Office of Emergency Services, Criminal Justice Programs Division, hereafter designated OES/CJPD, hereby makes a grant award of funds to the following **Administrative Agency (1)** _____ hereafter designated Grantee, in the amount and for the purpose and duration set forth in this grant award.

(2) Implementing Agency Name _____

Contact _____ **Address** _____

E-mail address _____ **Telephone ()** _____

(3) Project Title (60 characters maximum)	(6) Award No.
(4) Project Director (Name, Title, Address, Telephone) (four lines maximum)	(7) Grant Period
	(8) Federal Amount
	(9) State Amount
(5) Financial Officer (Name, Title, Address, Telephone) (four lines maximum)	(10) Cash Match N/A
	(11) In-Kind Match N/A
	(12) Total Project Cost

This grant award consists of this title page, the proposal for the grant which is attached and made a part hereof, and the Assurance of Compliance forms which are being submitted. I hereby certify that: (1) I am vested with authority to, and have the approval of the City/County Financial Officer, City Manager, or Governing Board Chair, enter into this grant award agreement; and (2) all funds received pursuant to this agreement will be spent exclusively on the purposes specified. The grant recipient signifies acceptance of this grant award and agrees to administer the grant project in accordance with the statute(s), the Program Guidelines, the *Grantee Handbook*, and the OES/CJPD audit requirements, as stated in this RFP or RFA. The grant recipient further agrees to all legal conditions and terms incorporated by reference in this RFP or RFA.

<p style="text-align: center;"><u>FOR OES USE ONLY</u></p> <p>Item: _____</p> <p>Chapter: _____</p> <p>PCA No.: _____</p> <p>Components No.: _____</p> <p>Project No.: _____</p> <p>Amount: _____</p> <p>Split Fund: _____</p> <p>Split Encumber: _____</p> <p>Year: _____</p> <p>Fed. Cat. #: _____</p> <p>Match Requirement: _____</p> <p>Fund: _____</p> <p>Program: _____</p> <p>Region: _____</p>	<p>(13) Official Authorized to Sign for Applicant/Grant Recipient (<i>sign in Blue Ink</i>)</p> <p>Signature: _____</p> <p>Name: _____</p> <p>Title: _____</p> <p>Address: _____</p> <p>Telephone: () _____</p> <p>E-mail address: _____</p> <p>Date: _____</p> <p>I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purposes of this expenditure stated above.</p> <table style="width: 100%;"> <tr> <td style="width: 50%;">Fiscal Officer</td> <td style="width: 50%;">Date</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td>Executive Director</td> <td>Date</td> </tr> <tr> <td> </td> <td> </td> </tr> </table>	Fiscal Officer	Date			Executive Director	Date		
Fiscal Officer	Date								
Executive Director	Date								

PREFERENCE POINTS CERTIFICATION

Use this format if one is not provided by the lead agency.

DATE:

TO: GOVERNOR'S OFFICE OF EMERGENCY SERVICES

FROM: Community Contact
Enterprise Zone Program

SUBJECT: PREFERENCE POINTS

(check only one box)

- ☐ (5%) The applicant named below has targeted this enterprise zone for grant-related activities.
- ☐ (2%) The applicant named below has not specifically targeted this enterprise zone for grant-related activities. However, the applicant provides needed services to residents of this community.

Applicant Name: _____

Project Name: _____

Address: _____

Program Zone: _____

I certify that I have reviewed the proposed project and that it meets the eligibility requirements for preference points as required by California Government Code section 7082.

Print Name of Enterprise Zone Contact

Title

Signature of Enterprise Zone Contact

Date

Name of Enterprise Zone Agency

Address

() _____
Telephone Number

**THE PROJECT NARRATIVE
GOES HERE**

No standard forms are provided for the Project Narrative.

See Instructions in Part II of this RFP for details.

**THE BUDGET NARRATIVE
GOES HERE**

No standard forms are provided for the Budget Narrative.

See Instructions in Part II of this RFP for details.

BUDGET CATEGORY AND LINE ITEM DETAIL	
A. Personal Services – Salaries/Employee Benefits	COST
TOTAL	

FORM A303a

BUDGET CATEGORY AND LINE ITEM DETAIL	
B. Operating Expenses	COST
TOTAL	

FORM A303b

THE PROPOSAL APPENDIX
GOES HERE

See Instructions in Part II of this RFP for details.

SAMPLE OPERATIONAL AGREEMENT

This Operational Agreement stands as evidence that the (applicant agency) and the (agency) intend to work together toward the mutual goal of providing maximum available assistance for crime victims residing in (jurisdiction). Both agencies believe that implementation of the (program) proposal, as described herein, will further this goal. To this end, each agency agrees to participate in the program, if selected for funding, by coordinating/providing the following services:

The (applicant agency) project will closely coordinate the following services with the (agency) through:

- Project staff being readily available to (agency) for service provision through (describe arrangements with the agency);
- Regularly scheduled meetings (how often) between (persons/positions) to discuss strategies, timetables and implementation of mandated services.

* Specifically:

- * List specific activities that will be undertaken between the two agencies or other specifics of the agreement.

We, the undersigned, as authorized representatives of (applicant agency) and (agency), do hereby approve this document.

For _____

For _____

Date _____

Date _____

CERTIFICATION OF ASSURANCE OF COMPLIANCE (Form 656)

I, _____, hereby certify that:

(official authorized to sign grant award; same person as line 13 on Grant Award Face Sheet)

GRANTEE: _____

IMPLEMENTING AGENCY: _____

PROJECT TITLE: _____

is responsible for reviewing the *Grantee Handbook* at <http://www.oes.ca.gov>; Plans and Publications; RFA/RFP Grantee Handbook, and adhering to all of the Grant Award Agreement requirements (state and/or federal) as directed by the Office of Emergency Services, Criminal Justice Programs Division (OES/CJPD) including, but not limited to, the following areas:

I. Equal Employment Opportunity – (Grantee Handbook section 2151)

It is the public policy of the State of California to promote equal employment opportunity by prohibiting discrimination or harassment in employment because of Race, Religious Creed, Color, National Origin, Ancestry, Disability (mental and physical) including HIV and AIDS, Medical Condition (cancer and genetic characteristics), Marital Status, Sex, Sexual Orientation, Denial of Family Medical Care Leave, Denial of Pregnancy Disability Leave, or Age (over 40). *OES/CJPD funded projects certify that they will comply with all state and federal requirements regarding equal employment opportunity, nondiscrimination and civil rights.*

Please provide the following information:

A.A. Officer: _____

Title: _____

Address: _____

Phone: _____

Email: _____

II. Drug-Free Workplace Act of 1990 – (Grantee Handbook section 2152)

The State of California requires that every person or organization awarded a grant or contract shall certify it will provide a drug free workplace.

III. California Environmental Quality Act (CEQA) – (Grantee Handbook section 2153)

The State of California requires all OES/CJPD funded projects to obtain written certification that the project is not impacting the environment negatively.

IV. Lobbying – (*Grantee Handbook* section 2154)

OES/CJPD grant funds, grant property, or grant funded positions shall not be used for any lobbying activities, including, but not limited to, being paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.

V. Debarment and Suspension – (*Grantee Handbook* section 2155)

(This applies to federally funded grants only.)

OES/CJPD funded projects must certify that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department of agency.

VI. Proof of Authority from City Council/Governing Board

The above-named organization (applicant) accepts responsibility for and will comply with the requirement to obtain written authorization from the city council/governing board in support of this program. The Applicant agrees to provide all matching funds required for said project (including any amendment thereof) under the Program and the funding terms and conditions of OES/CJPD, and that any cash match will be appropriated as required. It is agreed that any liability arising out of the performance of this Grant Award Agreement, including civil court actions for damages, shall be the responsibility of the grant recipient and the authorizing agency. The State of California and OES/CJPD disclaim responsibility of any such liability. Furthermore, it is also agreed that grant funds received from OES/CJPD shall not be used to supplant expenditures controlled by the city council/governing board.

The Applicant is required to obtain written authorization from the city council/governing board that the official executing this agreement is, in fact, authorized to do so. The Applicant is also required to maintain said written authorization on file and readily available upon demand.

All appropriate documentation must be maintained on file by the project and available for OES/CJPD or public scrutiny upon request. Failure to comply with these requirements may result in suspension of payments under the grant or termination of the grant or both and the grantee may be ineligible for award of any future grants if the OES/CJPD determines that any of the following has occurred: (1) the grantee has made false certification, or (2) violates the certification by failing to carry out the requirements as noted above.

CERTIFICATION

I, the official named below, am the same individual authorized to sign the Grant Award Agreement [line 13 on Grant Award Face Sheet], and hereby swear that I am duly authorized legally to bind the contractor or grant recipient to the above described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.

Authorized Official's Signature: _____

Authorized Official's Typed Name: _____

Authorized Official's Title: _____

Date Executed: _____

Federal ID Number: _____

Executed in the City/County of: _____

AUTHORIZED BY:

- City/County Financial Officer
- City Manager
- Governing Board Chair

Signature: _____

Typed Name: _____

Title: _____

PROJECT SERVICE AREA INFORMATION

1. COUNTY OR COUNTIES SERVED: Enter the name(s) of the county or counties served by the project. Put an asterisk where the principal office of the project is located.

2. U.S. CONGRESSIONAL DISTRICT(S): Enter the number(s) of the U.S. Congressional District(s) which the project serves. Put an asterisk for the district where the principal office of the project is located.

3. STATE ASSEMBLY DISTRICT(S): Enter the number(s) of the State Assembly District(s) which the project serves. Put an asterisk for the district where the principal office of the project is located.

4. STATE SENATE DISTRICT(S): Enter the number(s) of the State Senate District(s) which the project serves. Put an asterisk for the district where the principal office of the project is located.

5. POPULATION OF SERVICE AREA: Enter the total population of the service area served by the project.

PROJECT CONTACT INSTRUCTIONS

1. Provide the name, title, address, telephone number, and e-mail address for the person having day-to-day responsibility for the project.
2. Provide the name, title, address, telephone number, and e-mail address for the person to whom the person listed in #1 is accountable.
3. Provide the name, title, address, telephone number, and e-mail address for the Chief Executive of the implementing agency.
4. Provide the name, title, address, telephone number, and e-mail address for the Financial Officer of the project.
5. Provide the name, title, address, telephone number, and e-mail address for the Project Director of the project.
6. Provide the name, title, address, telephone number, and e-mail address for the Chair of the Governing Body of the implementing agency.

PROJECT CONTACT INFORMATION

Applicant: _____ Grant Number _____
(for OES use only)

Provide the name, title, address, telephone number, and e-mail address for the project contact persons named below. **If a section does not apply to your project, enter "N/A."**

1. The **person** having **day-to-day responsibility** for the project:

Name:	Title:	
Address:	City:	Zip:
Telephone Number: ()	Fax Number: ()	
E-Mail Address:		

2. The **person** to whom the person listed in **#1 is accountable**:

Name:	Title:	
Address:	City:	Zip:
Telephone Number: ()	Fax Number: ()	
E-Mail Address:		

3. The **executive director** of a nonprofit organization or the **chief executive officer** (e.g., chief of police, superintendent of schools) of the implementing agency:

Name:	Title:	
Address:	City:	Zip:
Telephone Number: ()	Fax Number: ()	
E-Mail Address:		

4. The **financial officer** for the project:

Name:	Title:	
Address:	City:	Zip:
Telephone Number: ()	Fax Number: ()	
E-Mail Address:		

5. The **project director** for the project:

Name:	Title:	
Address:	City:	Zip:
Telephone Number: ()	Fax Number: ()	
E-Mail Address:		

6. The **chair** of the **governing body** of the implementing agency: *(Provide address and telephone number other than that of the implementing agency.)*

Name:	Title:	
Address:	City:	Zip:
Telephone Number: ()	Fax Number: ()	
E-Mail Address:		

PROJECT SUMMARY INSTRUCTIONS

All of the necessary project information must be placed on the form in the space allowed. **Additional pages may not be added.** This is a summary of the project narrative.

1. **PROJECT YEAR:** If the project is new, check new. If the project is continuing, check the box of the proposed year of the project (i.e., Year 2) or insert the year of operation.
2. **PROJECT TITLE:** Enter the complete title. The title **MUST** describe the focus of the project. Acronyms are not acceptable. Do not exceed 60 characters, including space and punctuation.
3. **GRANT PERIOD:** Enter the beginning and ending dates of funding as specified in the grant application.
4. **APPLICANT:** Enter the name and complete address of the organization that is applying for the grant.
5. **FUNDS REQUESTED:** Enter the amount of grant funds requested. This must be the same amount used on the budget pages and on the proposal cover sheet.
6. **IMPLEMENTING AGENCY:** Enter the agency or organization designated on the Grant Award Face Sheet as the programmatic recipient of the grant funds who will accomplish the planned objectives and program goals.
7. **PROGRAM DESCRIPTION:** Provide a description of the specific area of service which OES is authorized to fund based upon state or federal legislation.
8. **PROBLEM STATEMENT:** Describe the problem the project will address. Support the problem with data such as number of offenses, description of the target area, and local needs.
9. **OBJECTIVES:** Include the quantifiable measurements, which define a course of action in order to accomplish the program goals.
10. **ACTIVITIES:** Describe activities you will perform to accomplish each objective (quantify where possible).
11. **CATEGORY:** Check the appropriate category.
12. **PROGRAM AREA:** Check appropriate program area.
13. **EVALUATION:** Describe how project performance will be measured. Note who will conduct the evaluation (e.g., project staff, government personnel, or outside consultants).
14. **NUMBER OF CLIENTS TO BE SERVED:** Enter the number of clients.
15. **PROJECTED BUDGET:** List all noted budget items. Be specific in breakdown of grant funds and all other budget sources.

PROJECT SUMMARY		
1. PROJECT YEAR New Year 2 Year 3 Other _____	2. PROJECT TITLE	3. GRANT PERIOD _____ to _____
4. APPLICANT Name: _____ Phone: () Address: _____ Fax #: ()		5. FUNDS REQUESTED \$ _____
6. IMPLEMENTING AGENCY Name: _____ Phone: () Fax #: () Address: _____		
7. PROGRAM DESCRIPTION 		
8. PROBLEM STATEMENT 		
9. OBJECTIVES 		

10. ACTIVITIES 	11. CATEGORY <div style="text-align: center;"> — — — — </div>																																								
	12. PROGRAM AREA <div style="text-align: center;"> — — — — </div>																																								
13. EVALUATION 	14. NUMBER OF CLIENTS TO BE SERVED <div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div>																																								
15. PROJECTED BUDGET																																									
	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr style="background-color: #d3d3d3;"> <th style="width: 15%;"></th> <th style="width: 15%;">Personnel Services</th> <th style="width: 15%;">Operating Expenses</th> <th style="width: 15%;">Equipment</th> <th style="width: 15%;">TOTAL</th> </tr> <tr> <td style="text-align: left; padding: 5px;">Funds Requested</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: left; padding: 5px;">Other Grant Funds</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: left; padding: 5px;">Other Sources (list in-kind, fees, etc.)</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: left; padding: 5px;">_____</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: left; padding: 5px;">_____</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: left; padding: 5px;">_____</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: left; padding: 5px;">_____</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>		Personnel Services	Operating Expenses	Equipment	TOTAL	Funds Requested					Other Grant Funds					Other Sources (list in-kind, fees, etc.)					_____					_____					_____					_____				
	Personnel Services	Operating Expenses	Equipment	TOTAL																																					
Funds Requested																																									
Other Grant Funds																																									
Other Sources (list in-kind, fees, etc.)																																									

16. NAME OF RESPONSIBLE OFFICIAL <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div>Signature: _____</div> <div>Date: _____</div> </div> <div style="margin-top: 10px;"> Typed Name: _____ </div> <div style="margin-top: 10px;"> Title: _____ </div>																																									

FORM 227 (Rev. 7/97)

OTHER FUNDING SOURCES

Complete this form to report the total funds available to support the activities related to accomplishing the goals and objectives of the Grant Award Agreement. In the Grant Funds column, report the OES/CJPD funds requested by category. In the Other Funds column, report all other funds available to support the project by category and then calculate the totals by category in the Program Total column. Total each column to arrive at the total program funds available.

OTHER FUNDING SOURCES			
BUDGET CATEGORY	GRANT FUNDS <i>(Use only the grant funds identified in the preceding budget pages.)</i>	OTHER FUNDS	PROGRAM TOTAL
Personal Services			
Operating Expenses			
Equipment			
TOTAL			

FORM-653

This form does not become part of the grant award.

PRIOR, CURRENT AND PROPOSED OES/CJPD FUNDING

List all currently funded OES/CJPD projects and all OES/CJPD grants awarded to the applicant during the last five (5) fiscal years. Include the fiscal year of operation, the grant number and the amount of OES/CJPD funding. For current and proposed grants that include positions funded by more than one OES/CJPD grant, list these personnel by title and the percentage of the position funded by OES/CJPD. The percentage of funding must not exceed 100% for any one individual.

Example				
FISCAL YEAR	GRANT NUMBER	GRANT AMOUNT	PERSONNEL BY TITLE	PERCENTAGE PAID BY OES/CJPD
1993-94	CP93010001	\$50,000	Project Director	25%
1993-94	CR93020001	\$67,000	Project Director	25%
1993-94	DS93020001	\$68,000	Project Director	50%

PRIOR, CURRENT AND PROPOSED OES/CJPD FUNDING				
FISCAL YEAR	GRANT NUMBER	GRANT AMOUNT	PERSONNEL BY TITLE	% OF OES/CJPD FUNDING

ADDITIONAL SIGNATURE AUTHORIZATION INSTRUCTIONS

Applicants may request signature authority in addition to the designated Project Director and/or Financial Officer by completing an Additional Signature Authority form and submitting it with the Grant Award Forms package. Space is provided for the addition of up to five (5) additional authorizations for the Project Director or Financial Officer.

No single individual may be authorized to sign for both the Project Director and the Financial Officer. **By signing the bottom of this form, the Project Director and/or Financial Officer authorize the person(s) identified on the form to act on their behalf on all grant-related matters.**

ADDITIONAL SIGNATURE AUTHORIZATION

Grant Award #: _____

Applicant: _____

Project Title: _____

Grant Period: _____ to _____

The following persons are authorized to sign for:

Project Director

Signature

Name

Signature

Name

Signature

Name

Signature

Name

Signature

Name

Financial Officer

Signature

Name

Signature

Name

Signature

Name

Signature

Name

Signature

Name

Approved By:

Project Director: _____

Date

Financial Officer: _____

Date

Regional/Local
Planning Director: _____

Date

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
CRIMINAL JUSTICE PROGRAMS DIVISION
EMERGENCY FUND PROCEDURES**

GRANTEE NAME

GRANT NUMBER

In order for a project to develop an emergency fund with grant funds, certain criteria must be maintained. "Emergency" is defined as any immediate financial intervention in response to a victim's basic needs such as: temporary emergency shelter, food, transportation, clothing, and medical care including prescription medicine, eyeglasses, or dentures.

Because of the nature of the fund, it needs to be easily accessible. It is also necessary, however, that some safeguards and accountability of the fund be maintained. For effective management and audit purposes, the following procedures must be maintained:

1. The emergency fund and regular grant allocation must be kept separate, each with their own accounts.
2. Vouchers, receipts, and canceled checks must be maintained for audit purposes.
3. The authority to make payments from the emergency fund rests with the Chief Executive of the agency. Authority to draw on the emergency fund has been delegated by the Chief Executive to _____. In order to be valid, checks must require a counter signature. OES/CJPD will be notified in writing of any changes in responsibility within ten days of the change.
4. If an imprest cash fund is used, the name, address and signature of the recipient will be maintained, as well as the date, amount and reason for the request.
5. Grant funds will not be commingled with other emergency monies.
6. As checks are drawn against the fund, a copy will be sent to the person in charge of the project's accounting.
7. This fund will be used only in the absence of another community resource, and only in the case of an emergency.
8. Verification of the crime will be made with local law enforcement. A copy of the crime report or verification slip will be kept on file.
9. Payments will be limited to payment for goods or services. A credit system, in lieu of cash payment, will be explored with local merchants. Direct cash allotments will be limited to no more than \$_____ per individual. Victims are not eligible to draw on the emergency fund for more than _____ crime incidents per year.
10. Records will reflect whether the emergency money is considered a loan and full or partial repayment is expected, or whether the money is an outright gift. Any repayments will be considered project income and must be used to reimburse the emergency fund.

SOLE/SINGLE SOURCE JUSTIFICATION CONTRACTS FOR SERVICES

CHECKLIST

Has the applicant/grantee met the following requirements of the *Grantee Handbook*:

Section 4510

Yes

No

Do conditions exist that require a sole/single-source contract?

☐☐

Section 4521

Is a brief description of the program or project included?

☐☐

Section 4522

Was it necessary to contract noncompetitively?

☐☐

Did the contractor submit his/her qualifications?

☐☐

Is the reasonableness of the cost justified?

☐☐

Were cost comparisons made with differences noted for similar services?

☐☐

Section 4523

Is an explanation provided for the uniqueness of the contract?

☐☐

Section 4524

Are there time constraints impacting the project?

☐☐

Is a justification provided regarding the need for contract?

☐☐

Were comparisons made to identify the time required for another contractor to reach the same level of competence?

☐☐

SOLE SOURCE JUSTIFICATION CONTRACTS FOR GOODS

CHECKLIST

Has the applicant/grantee met the following requirements of the *Grantee Handbook*:

Section 3510

Yes

No

Do conditions exist that require a sole/single-source contract?

☐☐

Section 3520

Is a brief description of the program or project included?

☐☐

Was it necessary to contract noncompetitively?

☐☐

Did the contractor submit his/her qualifications?

☐☐

Is the reasonableness of the cost justified?

☐☐

Were cost comparisons made with differences noted for similar services?

☐☐

Is an explanation provided for the uniqueness of the contract?

☐☐

Are there time constraints impacting the project?

☐☐

Is a justification provided regarding the need for contract?

☐☐

Were comparisons made to identify the time required for another contractor to reach the same level of competence?

☐☐

SAMPLE CERTIFICATION

DISBURSEMENT OF CONFIDENTIAL FUNDS

This is to certify that I have read, understand, and agree to abide by all of the conditions for confidential expenditures as set forth in the OES/CJPD guidelines.

Date

Project Director

SAMPLE RECEIPT FROM INFORMER PAYEE

RECEIPT

For and in consideration of the sale and delivery to the State, County or City of _____
of information or evidence identified as follows: _____

I hereby acknowledge receipt of \$ _____

(numerical and word amount entered by payee) paid to me by the State, County, City of _____

on _____ (date).

Payee: _____
(Signature)

Case Agent/Officer: _____
(Signature)

Witness: _____
(Signature)

Case or Reference: _____

FORM-652



**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
CRIMINAL JUSTICE PROGRAM'S DIVISION
AMERICAN INDIAN CHILDREN'S TRIBAL COURT PROGRAM
COMPETITIVE REQUEST FOR PROPOSAL**

PART IV – ADDITIONAL INFORMATION

This section contains additional information that applicants are strongly encouraged to review in preparing their proposals. Among the documents contained in this section is a copy of the Rating Sheet with the criteria that will be used to score proposals. Applicants are encouraged to use this Rating Sheet to review the proposal prior to submission.

- A. Submitting A Proposal
- B. Selection of Proposals For Funding
- C. Finalizing the Grant Award Agreement
- D. Administrative Requirements
- E. Budget Policy
- F. Glossary of Terms
- G. Rating Form
- H. Summary of Past Performance Policy

A. SUBMITTING A PROPOSAL

In order to submit a proposal, deliver or mail **(the original and three copies)** to OES/CJPD by the due date. If the application is mailed, it must be postmarked by the due date and **mailed** to the following address:

Mailing Address:

Governor's Office of Emergency Services
Criminal Justice Programs Division
P.O. Box 419047
Rancho Cordova, CA 95741-9047

Attn: American Indian Children's Tribal Court Program RFP – Children's Section

or

If sending a proposal by **overnight delivery**, submit to:

Governor's Office of Emergency Services
Criminal Justice Programs Division
3650 Schriever Avenue
Mather, CA 95655

Attn: American Indian Children's Tribal Court Program RFP – Children's Section

If the proposal will be **hand-delivered**, it should be delivered to the OES's Criminal Justice Programs Division at 1130 K Street, Suite 300, in Sacramento. Please note the following: 1130 K Street is located at the southwest corner of the intersection of 12th and K Streets. A Bank of America is located on the first floor of this building. Please note that K Street is a pedestrian mall. Indoor parking structures are located on the east side of 12th Street between K and L Streets (connected to the Hyatt Regency Hotel), and on 10th Street between K and L Streets. Street parking is limited and requires quarters for parking meters. Once you enter the building at 1130 K Street, take the elevator to the third floor and proceed straight down the hall to the Receptionist Office behind the double wooden doors labeled "State of California: The Office of Emergency Services." The proposal will be date stamped and you may request a receipt.

B. SELECTION OF PROPOSALS FOR FUNDING

1. Proposal Rating

All proposals received by the deadline will be read and rated by a team usually consisting of three raters. The averaged scores from the raters for the qualified proposals will be ranked numerically to develop a ranked list for each program. The rating form that will be used for this process is included in this section. It is provided as information only and is not to be submitted with the proposal.

2. Funding Recommendations

Recommendations for funding will be based on the following:

- the ranked score of the proposal;

- consideration of the funding priorities or geographical distribution of selected proposals as applicable to each program; and
- prior negative administrative and programmatic performance and compliance as an OES/CJPD funded project, if applicable.

Projects previously funded by OES/CJPD will be reviewed for poor past performance compliance, including financial management, progress and annual reports, monitoring results, audit reports, and any other relevant documentation or information. This review may result in one or more of the following actions: a) the project may not be selected for funding; b) the amount of funding may be reduced; or c) grant award conditions may be placed in the Grant Award Agreement. See the attached Summary of Past Performance Policy for details.

Recommendations for funding are submitted to the Executive Director of OES who makes the funding decisions, **with the following exceptions:**

- The Executive Director of OES makes funding recommendations to the State Advisory Committee (SAC) on Sexual Assault Victim Services/Prevention Programs for the Rape Crisis, Child Sexual Abuse Treatment, and the Child Sexual Exploitation and Intervention programs, which makes the final funding decisions in accordance with California Penal Code sections 13836 and 13837.

3. Notification Process

All applicants submitting a proposal will be notified in writing of the results of the rating process. Applicants not selected for funding will receive a letter and information on the appeals process.

C. FINALIZING THE GRANT AWARD AGREEMENT

1. Standard Project Funding Authority

Allocation of funds is contingent on the enactment of the State Budget. OES/CJPD does not have the authority to disburse any funds until the budget is passed and the Grant Award Agreement is fully executed. Until such time, projects must refrain from incurring any expenditures. Any expenditures incurred prior to authorization are made at the project's own risk. When the executed grant is received, authorized expenditure reports may be submitted for reimbursement of grant funds.

If, during the term of the grant award, the state and/or federal funds appropriated for the purposes of the grant award are reduced or eliminated by the California Legislature or the United States Government, or in the event revenues are not collected at the level appropriated, OES/CJPD may immediately terminate or reduce the grant award by written notice to the grantee. However, no such termination or reduction shall apply to allowable costs already incurred by the grantee to the extent that state or federal funds are available for payment of such costs.

OES/CJPD Grant Award Agreements are subject to applicable restrictions, limitations, or conditions enacted by the California Legislature and/or the United States Government, subsequent to execution of the Agreement.

2. Processing Grant Awards

a. Submission of Additional Materials

Upon selection of projects to be funded, OES/CJPD Program Specialists will review the proposal for inclusion and completion of all Grant Award Forms. **In signing the Grant Award Face Sheet, the applicant formally notifies OES/CJPD that the applicant will comply with all pertinent requirements.**

Resolutions are no longer required as submission documents. OES/CJPD has incorporated the resolution into the Certification of Assurance of Compliance, Section VI, entitled "Proof of Authority from City Council/Governing Board." The Applicant is required to obtain written authorization from the city council/governing board that the official executing the agreement is, in fact, authorized to do so, and will maintain said written authorization on file and readily available upon demand.

b. Grant Award Conditions

OES/CJPD may add one or more grant award conditions to the Grant Award Agreement prior to or after funding. If conditions are added, these will be discussed with the applicant and a copy will be sent to the grant recipient when the conditions are made part of the Grant Award Agreement. Grant award conditions may include requirements for sole source justification, a computer feasibility study, or any other requirements deemed necessary by OES/CJPD.

c. Grant Award Agreement

A copy of the executed Grant Award Agreement and all the attachments will be sent to the project director. Applicants are not authorized to incur costs against the grant until they have received a copy of the fully executed Grant Award Agreement. When the executed grant is received, the Report of Expenditures and Request for Funds (Form 201) may be submitted for reimbursement.

d. Grant Award Amounts

Due to the limited amount of funds available, it may be necessary for OES/CJPD to reduce the amount of the grant award from that requested by the applicant. In addition, OES/CJPD reserves the right to negotiate budgetary changes with the applicant prior to executing the Grant Award Agreement. If either of these actions is required, OES/CJPD will notify the applicant prior to executing the Grant Award Agreement.

D. ADMINISTRATIVE REQUIREMENTS

The following requirements apply to projects selected for funding. These requirements are explained below for your planning purposes.

1. The Grantee Handbook

The *Grantee Handbook* is accessible on the Internet website at <http://www.oes.ca.gov>; Plans and Publications; RFA/RFP Grantee Handbook. The *Grantee Handbook* contains administrative information and requirements necessary to implement the project. Grantees must administer their grants in accordance with the *Grantee Handbook*.

requirements. Failure to comply with these requirements can result in the withholding or termination of the grant award.

2. Internet Access

Funded projects are required to maintain Internet access with an established e-mail address. Grant funds may be used for this purpose, unless specifically prohibited by the RFP instructions.

3. Progress Reports and Data Collection

Funded projects are required to participate in data collection and to submit progress reports required by the program. Projects are required to keep accurate records to document their progress in achieving the objectives. These records must be kept by the project for a period of three years. During programmatic monitoring visits, OES/CJPD will review these records for accuracy and compare them with the reported data submitted on the progress reports.

4. Monthly/Quarterly Report of Expenditures and Request for Funds (Form 201)

Community-based organizations shall submit a monthly Report of Expenditures and Request for Funds (Form 201) unless they request a quarterly reporting period. All government and education agencies receiving funds will be required to report on a quarterly basis. This form is due within thirty calendar days at the end of the reporting period and must be submitted whether or not the project has incurred expenses. Delays in submitting these forms will result in the withholding of funds and may result in the termination of the grant award.

5. Technical Assistance/Site Visits

Each project selected for funding is assigned an OES/CJPD program specialist to oversee the progress of the project in achieving its goals, objectives and compliance with the Grant Award Agreement. Program specialists are technical experts on the criminal justice system and in the administrative execution of Grant Award Agreements. They are available to assist the project in the successful implementation of the project and in meeting the administrative requirements of the Grant Award Agreement. Projects should expect a site visit from the assigned program specialist within the first six months of the grant period. Follow-up site visits will be conducted periodically throughout the life of the grant. Projects may request a site visit to obtain technical assistance. Projects must submit a request for approval for any changes to their project to the program specialist.

6. Monitoring Requirements

A monitoring visit is an on-site assessment by the OES/CJPD Monitoring and Audits Branch staff to determine if the project is in compliance with the Grant Award Agreement, the Program Guidelines, the RFA/RFP, and the *Grantee Handbook*. The goal of the monitoring process is to support program branches in helping projects achieve their goals. Projects will be monitored on a random or as-needed basis. The monitoring will cover all areas of project operation and will review the project's source documentation as substantiation for project goals, objectives, and activities.

7. Bonding Requirements

All private nonprofit organizations are required to obtain and send to OES/CJPD a notarized copy of a blanket fidelity bond or equivalent insurance contract applicable to all officials and employees of OES/CJPD funded projects within sixty days of the signed Grant Award Agreement. Failure to comply with this requirement may result in the withholding of grant funds or termination of the Grant Award Agreement. The beneficiary named on the bond or an endorsement must include the "State of California, Governor's Office of Emergency Services, Criminal Justice Programs Division."

The time period covered by the bond must include the effective date and total time period of the grant, including any extensions. The bond must be in an amount equal to 50 percent of the total grant award and may have a deductible in an amount not to exceed \$1,000.

A bond is not required of applicants sponsored by units of government. Nonprofit organizations sponsored by units of government may submit documentation indicating this in lieu of the bond or equivalent insurance contract, unless specifically required in the RFP instructions or grant award conditions.

8. Audit Requirements

All grantees must arrange for an independent audit of the grant award and may budget a portion of the audit costs. Instructions for budgeting funds for audit costs are outlined in the RFP Budget Policy: Audits Section (page 63).

9. Copyrights, Rights in Data, and Patents

OES/CJPD owns all rights of and reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, and use, in whole or in part, any material produced by activities supported by a Grant Award Agreement. These ownership rights are detailed in the *Grantee Handbook*.

10. Source Documentation

If selected for funding, the applicant will be required to maintain source documentation to support claimed expenditures and project accomplishments. Source documentation is defined as records used to validate project activities and achievements as they pertain to the objectives outlined in the Grant Award Agreement. Projects are to retain source documentation for progress reports on a quarterly basis, regardless of submission requirements. Requirements and definitions for program specific source documentation are delineated in the RFP instructions. Projects will be required to have written job descriptions on file for all positions funded by OES/CJPD detailing specific grant-related activities to achieve project objectives.

E. BUDGET POLICY

This document summarizes information on OES/CJPD Budget Policy contained in the *Grantee Handbook*. Additional information may be obtained by accessing the *Grantee Handbook* at <http://www.oes.ca.gov>; Plans and Publications; RFA/RFP Grantee Handbook.

1. Supplanting Prohibited

Grant funds must be used to supplement existing funds for program activities and **not replace** funds that have been appropriated for the same purpose. If selected for funding, a written certification must be provided to OES/CJPD indicating grant funds will not be used to supplant existing funds. Potential supplanting will be the subject of application review, post-award monitoring, and audit. The rules on supplanting are discussed at length in section 1313 of the *Grantee Handbook*.

2. Project Income

Project income, such as client fees and fees for services provided by the grantee (i.e., training, presentations, etc.), asset forfeitures, profits from the sale of project products, and conference proceeds as the result of a direct trade of time or products for money must be used to offset or augment the grant, unless otherwise specified in the RFP instructions. Project income cannot be used as matching funds, unless otherwise specified in the RFP instructions.

3. Sole/Single Source Requests

A competitive bid process is required to purchase equipment or consultant services with grant funds. Non-competitively bid contracts are disfavored, and sole/single source approval is required prior to the purchase of equipment in excess of \$2,500 without using a competitive bid process, or to hire a specific consultant charging over \$2,500 without using a competitive bid process. Local units of government may use their approved procurement policy. For organizations without a written procurement policy, a competitive bid process involves determining the specifications for the items needed and obtaining at least three bids from different vendors. Whenever a specific individual/organization name is identified in the project budget, a sole/single source request will be required. OES/CJPD will provide assistance in submitting a sole/single source request if the proposal is selected for funding and if OES/CJPD determines it is in the best interest of the project.

4. Travel Policies

The following is OES/CJPD's current travel policy:

a. Selection of Travel Policy

Applicants may prepare the budget using their own travel policy or the state travel policy according to the following guidelines. Travel reimbursement will only be allowed based on actual costs.

1) Units of Government

Units of government may use their own written travel policy or the state policy.

2) Private Nonprofit Organizations

A private nonprofit organization may use the state travel policy or the applicant's written policy up to the maximum rates allowed by the state travel policy.

b. State Travel Policy

Use the following state travel policy for budgeting travel expenses:

1) Out-of-State Travel

Out-of-state travel is restricted and only allowed in exceptional situations. Requests for approval for out-of-state travel will be reviewed if the applicant is selected for funding.

2) Mileage

When a privately owned vehicle is utilized on project-related business, a maximum of 34 cents per mile is allowed, unless a higher rate is justified. Documentation justifying a higher rate must be on file and available for audit, but should not be submitted with the proposal.

3) Meals and Incidentals

Meals cannot be claimed if meal (food) is offered on the flight.

a) Breakfast \$6.00

Breakfast may be claimed when travel commences at or prior to 6:00 a.m. Breakfast may be claimed on the last fractional day of a trip of more than 24 hours if travel terminates at or after 9:00 a.m.

b) Lunch \$10.00

Lunch may not be claimed for travel less than 24 hours. Lunch may be claimed if the trip begins at or before 11:00 a.m. and may be claimed on the last fractional day of a trip of more than 24 hours if the travel terminates at or after 2:00 p.m.

c) Dinner \$18.00

Dinner may be claimed if the trip begins at or before 4:00 p.m. Dinner may be claimed when travel terminates at or after 7:00 p.m., whether on a one-day trip or on the last day of a trip of more than 24 hours.

d) Incidentals \$6.00

Incidentals may be claimed for trips of 24 hours or more.

e) Total

Total is \$40.00 for a 24-hour period.

4) Lodging

Reimbursement is not authorized without a receipt. Statewide with a lodging receipt the actual lodging expense is up to \$84.00, plus applicable **taxes**, (except as noted below).

5) Special Lodging Rates

These rates allow actual lodging expense up to \$110 plus applicable taxes with receipt in Los Angeles and San Diego counties. Actual lodging of up to \$140 plus applicable taxes is allowed for Alameda, San Francisco, San Mateo and Santa Clara counties.

6) Other

Taxi, airport shuttle, etc., which exceeds \$3.50 must be supported by receipt. Parking in excess of \$10.00 must be supported by receipt.

5. Consultant Services

Consultant services are provided on a contractual basis by individuals or organizations and are not direct employees of the applicant (see *Personal Services – Salaries*). Independent contractors must not be used in lieu of employees. Independent contractors are defined as individuals or organizations that meet some or all of the following criteria:

- produce a specific product or service;
- work independently without direct supervision from the applicant;
- work on specific projects;
- provide services for a limited number of hours or period of time; and/or
- have no agency management or oversight responsibilities that are directed toward the financial success or direction of the agency.

a. Rates

The maximum rate for independent contractors is \$450 (excluding travel and subsistence costs) for an eight-hour day. An eight-hour day may include preparation, evaluation, and travel time in addition to the time required for actual performance. A request for compensation for over \$450 per day requires **prior approval** and additional justification.

1) Independent Contractors Employed by State and Local Government

Compensation for these independent contractors will be allowed when the unit of government will not provide their services without cost. In these cases, the rate of compensation is not to exceed the daily salary rate paid by the unit of government.

b. Expert Witness Fees

Prosecution or criminal defense projects, which routinely utilize “expert witnesses” as independent contractors to conduct evaluations and provide expert testimony in the courtroom, may budget for this expense. However, the grant may only be charged for costs above that which the county is required to cover. The maximum allowable rate for such witness fees is \$250 per hour up to \$2,000 per day. The total amount budgeted for expert witness fees must not exceed ten percent of the project’s total

budget. Requests for proposed expert witness costs must be accompanied by written justification indicating the following:

- Qualifications, training, and experience of the expert(s). Include a statement regarding recognition by the court of the individual as an expert.
- Specialized certification/licensure [e.g., Masters in Social Work (MSW); Licensed Clinical Social Worker (LCSW); Marriage and Family Therapist (MFT); Medical Doctor (MD)].
- Rate of pay per hour. Provide documentation of a survey of the availability of similar consultants, the current “going rate” and the proposed rate of pay. Indicate cost breakdown if expert is paid according to services (e.g., mileage, waiting time, court testimony).
- Proposed services to be provided (e.g., analysis of forensic evidence, psychological evaluation).
- Indicate why this cost cannot be paid with county funds. Attach a written justification to Form A303b.

6. Facility Rental

Up to \$18 per square foot annually (\$1.50 per square foot per month) is allowed for facility rental. If the rental cost for office space exceeds this rate, it must be consistent with the prevailing rate in the local area. This documentation must be on file and available for audit and should not be submitted with the proposal.

a. Rental Space for Training and Counseling Rooms

Rental space for training and individual and/or group counseling rooms may also be charged to the grant, providing the rental charged is based on actual costs and not reimbursed by any other source.

7. Rented or Leased Equipment

If equipment is to be rented or leased, an explanation and cost analysis will be required if the proposal is selected for funding. This analysis must demonstrate that it is more cost-effective to rent or lease the equipment than it is to purchase it and must be approved by OES/CJPD prior to the execution of any rental or lease agreement.

8. Indirect Costs/Administrative Overhead

Indirect costs are those not readily itemized or assignable to a particular project, but necessary to the operation of the organization and the performance of the project. The costs of operating and maintaining facilities, accounting services, and administrative salaries are examples of indirect costs. Flat rates not exceeding ten percent of personnel salaries (excluding benefits and overtime) or five percent of total direct project costs (excluding equipment) may be budgeted by applicants for indirect costs.

9. Audits

An audit is required for all OES/CJPD recipients expending \$25,000 or more of OES/CJPD grant awards. Applicants may budget for the cost of obtaining a financial audit. Allowable audit costs are as follows:

- If the total amount of the grant is less than or equal to \$150,000, the applicant may budget up to \$1,500 for the financial audit costs; or
- If the total amount of the grant is greater than \$150,000, the applicant may budget up to one percent of the total grant for financial audit costs.

10. Equipment

Equipment is defined as nonexpendable tangible personal property having a useful life of more than one year and an acquisition cost of \$1,000 or more per unit (including tax, installation and freight).

A line item is required for each different type of equipment, but not for each specific piece of equipment (e.g., three laserjet printers must be one line item, not three).

a. Allowable Expenses

Equipment used solely for project activities may be budgeted if it is essential to the implementation of the project. Grant funds may not be used to reimburse the applicant for equipment already purchased.

Rented or leased equipment must be budgeted as an operating expense. Lease-to-purchase agreements are generally not allowable. If a lease-to-purchase is requested, the project will be required to submit justification, including cost-effectiveness, with the Grant Award Forms Package. Prior approval by OES/CJPD is required.

All equipment purchased in whole or in part with state or federal grant funds is the property of the state or the federal government. However, under certain conditions, equipment may be transferred to the grantee at the end of the grant period. Satisfactory compliance with the Grant Award Agreement will be reviewed in considering the transfer of equipment.

b. Computers

1) Nonprofit Organizations

Applicants from nonprofit organizations may budget up to \$25,000 in computer equipment, software, and related costs. Justification will be required if the proposal is selected for funding. OES/CJPD will evaluate the proposed purchase on the basis of grant-related need. OES/CJPD must give approval prior to purchase.

2) Units of Government

Applicants from units of government may budget for computer equipment, software, and related costs. Justification will be required if the proposal is selected for funding. OES/CJPD will evaluate the proposed purchase on the

basis of grant-related need. OES/CJPD must give approval prior to purchase. If federal grant funds totaling in excess of \$100,000 are used for automated data processing purchases, prior federal approval is also required.

3) Computer Purchase Justification

Approval for purchases of computers and automated equipment is contingent on the project's ability to demonstrate cost-effective, project-related need. This is best demonstrated by clearly relating each computer system or component to the grant objectives and activities. If selected for funding, the project will be sent instructions for preparing the justification.

c. Automobiles

Automobiles are not allowable budget items, unless permitted in the RFP Instructions. If a vehicle is included in the budget, substantial justification demonstrating the grant-related need will be required before finalization of the Grant Award Agreement. The justification must describe the need for a vehicle, including the size of service area and the need to provide direct service away from the office, and the reason why the agency will not allow personal vehicle usage during working hours. A cost analysis for vehicle purchase as compared to other options, including lease and personal vehicle use with mileage, must be conducted and kept on file for review by OES/CJPD during a site visit, monitoring visit, and/or by the auditor during the required annual audit.

11. Prohibited Expense Items

The following is a list of prohibited items:

a. Lobbying

OES/CJPD grant funds cannot be used for lobbying activities.

b. Fundraising

OES/CJPD grant funds cannot be used for organized fundraising, including financial campaigns, endowment drives, solicitation of gifts and bequests, or similar expenses incurred solely to raise capital or obtain contributions.

c. Real Property and Improvements

Real property, including land, land improvements, structures and their attachments, and structural improvements and alterations are not allowable expenditures unless specifically authorized in the RFP instructions.

d. Interest

The cost of interest payments is not an allowable expenditure, unless the cost is a result of a lease/purchase agreement.

e. Food and Beverages

The cost of food and/or beverages at grant-sponsored conferences, meetings, or office functions is not an allowable expenditure.

f. Weapons and Ammunition

The cost of weapons and/or ammunition of any type is not an allowable expenditure, unless it is part of a governmental negotiated benefit package, or is specifically authorized in the RFP instructions.

g. Membership Dues

The cost of membership dues for projects involved in the licensing or credentialing of professional personnel is not an allowable expenditure, unless it is part of a governmental negotiated benefit package, or is specifically authorized in the RFP instructions.

h. Professional License

The cost of a professional license is not an allowable expenditure unless specifically authorized in the RFP instructions.

i. Annual Professional Dues or Fees

The cost of professional dues or fees is not an allowable expenditure, unless it is part of a governmental negotiated benefit package, or is specifically authorized by the RFP instructions.

j. Charges, Fees and Penalties

Finance charges, late payment fees, penalties, and returned check charges are not allowable expenditures.

k. Depreciation

Depreciation charges are not allowable expenditures.

GLOSSARY OF TERMS

Term	Definition
Activity	The specific steps or actions that a project takes to achieve a measurable objective.
Administrative Agency or Grantee	The agency or organization designated on the Grant Award Face Sheet who is the programmatic recipient of the grant funds and will accomplish the planned objectives and program goals (e.g., Alameda County, City of Fresno, State Department of Justice, Fairfield Youth Services Bureau).
Application	Once selected for funding, the original proposal plus any additional forms as required by OES becomes the application. This application, once signed by OES and the local government agency or organization authorized to accept grant funding, becomes the Grant Award/Grant Award Agreement.
Community-Based Organization (CBO)	A nonprofit, public benefit corporation as described in Section 501(c)(3) of the Internal Revenue Service Code.
Competitive Bid	A contract process used when all suppliers are equally or nearly equally qualified to provide the services.
Equal Employment Opportunity Plan (EEOP)	A comprehensive plan that analyzes the agency's workforce and all agency employment practices to determine their impact on the basis of ethnicity and gender.
EEOP Guidelines	Extensive description of state and federal civil rights requirements and what constitutes an EEOP (samples, forms, etc.). The document was prepared to assist grantees in ensuring nondiscrimination and in the development, implementation, and/or improvement of their EEOP for compliance with the law.
Grant Award/Grant Award Agreement	The signed final agreement (application) between OES and the local government agency or organization authorized to accept grant funding (see Application).
Grant Award Forms Package	The package to be sent to projects selected for funding containing forms needed for the final Grant Award Agreement.
Grant Funding Cycle	The number of years a program <u>may</u> be funded without competition. A funding cycle is typically three years.
Grant Funding Period	The period of time, determined by the RFP or the Application for Continuation Funding (RFA), which the Project Narrative, Objectives, Activities, and Budget cover. The time period is usually one year, and is shown on the Grant Award Face Sheet (A301).

Term	Definition
<i>Grantee Handbook</i>	This handbook outlines the terms and conditions required of grant projects. Funded projects must administer their grants in accordance with these administrative and fiscal conditions. The handbook can be found at www.oes.ca.gov , under Plans and Publications, RFA/RFP Grantee Handbook.
Implementing Agency	The agency or organization designated on the Grant Award Face Sheet that is responsible for the day-to-day operation of the project (e.g., probation department, district attorney, sheriff).
Memorandum of Understanding (MOU)	This term is used synonymously with Operational Agreement.
Nonprofit Organization	A nonprofit, public benefit corporation as described in Section 501(c)(3) of the Internal Revenue Service Code. The term is used synonymously with community-based organization.
Objectives	A set of quantifiable projections to be carried out in order to accomplish the program goals.
Operational Agreement (OA)	A formal agreement between two agencies which specifies the responsibilities of each agency in implementing the project.
Program	A specific set of goals and objectives established pursuant to legislative, congressional, or administrative action identifying an unmet need of the criminal justice system or victim services and supported by a set appropriation from state or federal funding sources.
Program Guidelines	The instructions concerning the programmatic and administrative requirements unique to a particular OES grant-funded program.
Project	The implementation of a program's goals and objectives by a (funded) state or local government agency or community-based organization.
Proposal	The packet of forms and narrative as requested by the RFP and submitted to OES, which specifies the priorities, strategies, and objectives of the applicant.
RFA	The Request for Application is a noncompetitive application issued by OES.
RFP	The Request for Proposal is issued by OES to solicit competitive proposals relating to new funding.
Single Source	A contract process used when one supplier can be documented as being uniquely positioned to provide the service.

Term	Definition
Sole Source	A contract process used when a specific supplier can be identified as the only supplier able to provide the services required by the department.
Supplanting	To reduce federal, state, or local funds due to the existence of OES funds. Supplanting occurs when a grantee deliberately replaces its non-OES funds with OES funds, thereby reducing the total amount available for the stated purpose.

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
CRIMINAL JUSTICE PROGRAMS DIVISION
AMERICAN INDIAN CHILDREN'S TRIBAL COURT PROGRAM RFP**

RATING FORM

	Control #:	
	Rater #:	
APPLICANT:		
FUNDS REQUESTED:		
PREFERENCE POINTS	2%	5%

CATEGORY	TOTAL POINTS POSSIBLE
1. PROBLEM STATEMENT	200
2. PLAN.....	312
3. IMPLEMENTATION.....	108
4. BUDGET.....	80
5. COMPREHENSIVE ASSESSMENT	100
TOTAL	800

Each of the above categories contains questions that are assigned a point value. The point scale is divided into five columns labeled **I, II, III, IV, and V**. The response to each question is evaluated on the following criteria:

- I. ABSENT:** Answer does not respond to the particular question or was left blank entirely.
- II. UNSATISFACTORY:** Does not completely respond to the question. Information presented does not provide a good understanding of applicant's intent, does not give detailed information requested by the RFP, or does not adequately support the proposal or the intent of the program.
- III. SATISFACTORY:** Responsive to the question. Provides a good understanding of the applicant's intent. Response adequately supports the proposal and the intent of the program.
- IV. ABOVE AVERAGE:** Above average response gives a clear and detailed understanding of the applicant's intent. Response presented a persuasive argument supporting the proposal and the intent of the program.
- V. EXCELLENT:** Outstanding response with clear, detailed and relevant information exceeding the information requested. Response presented a compelling argument supporting the proposal.

	I	II	III	IV	V
1. PROBLEM STATEMENT (Maximum 200 points)					
a) How well did the narrative describe the problem?	0	5	10	15	20
b) How well did the applicant describe the service area?	0	5	10	15	20
c) How well did the applicant describe the population to be served?	0	5	10	15	20
d) How well did the applicant describe the incidence of American Indian minors-in-need-of-care in the service area?	0	5	10	15	20
e) How well did the applicant describe how the American Indian minor-in-need-of-care cases are being handled now?	0	5	10	15	20
f) How well did the applicant describe the current level of interagency coordination for services to American Indian children and their families?	0	5	10	15	20
g) How well did the applicant describe current obstacles that have interfered with the local court's ability to serve American Indian children and their families?	0	5	10	15	20
h) How well did the applicant describe why current resources are not meeting this need?	0	5	10	15	20
i) How well did the applicant describe how the project will benefit American Indian minors-in-need-of-care in the project area?	0	5	10	15	20
j) How well did the applicant describe what will be different as a result of the project?	0	5	10	15	20
2. PLAN (Maximum 312 points)					
a) How well did the applicant describe the project's plan to impact the problem?	0	3	6	9	12
b) How well did the applicant describe the activities to achieve Mandated Objective 1?	0	3	6	9	12
c) How well did the applicant's description of activities to achieve Mandated Objective 1 reflect an understanding of the minimum performance standards for this objective?	0	3	6	9	12
d) How well did the applicant describe source documentation to be retained for Mandated Objective 1?	0	3	6	9	12
e) How well did the applicant describe the activities to achieve Mandated Objective 2?	0	3	6	9	12
f) How well did the applicant's description of activities to achieve Mandated Objective 2 reflect an understanding of the minimum performance standards for this objective?	0	3	6	9	12
g) How well did the applicant describe source documentation to be retained for Mandated Objective 2?	0	3	6	9	12

	I	II	III	IV	V
h) How well did the applicant describe the activities to achieve Mandated Objective 3?	0	3	6	9	12
i) How well did the applicant's description of activities to achieve Mandated Objective 3 reflect an understanding of the minimum performance standards for this objective?	0	3	6	9	12
j) How well did the applicant describe source documentation to be retained for Mandated Objective 3?	0	3	6	9	12
k) How well did the applicant describe the activities to achieve Mandated Objective 4?	0	3	6	9	12
l) How well did the applicant's description of activities to achieve Mandated Objective 4 reflect an understanding of the minimum performance standards for this objective?	0	3	6	9	12
m) How well did the applicant describe source documentation to be retained for Mandated Objective 4?	0	3	6	9	12
n) How well did the applicant describe the activities to achieve Mandated Objective 5?	0	3	6	9	12
o) How well did the applicant's description of activities to achieve Mandated Objective 5 reflect an understanding of the minimum performance standards for this Objective?	0	3	6	9	12
p) How well did the applicant describe source documentation to be retained for Mandated Objective 5?	0	3	6	9	12
q) How well did the applicant describe the activities to achieve Mandated Objective 6?	0	3	6	9	12
r) How well did the applicant's description of activities to achieve Mandated Objective 6 reflect an understanding of the minimum performance standards for this objective?	0	3	6	9	12
s) How well did the applicant describe source documentation to be retained for Mandated Objective 6?	0	3	6	9	12
t) How well did the applicant describe the activities to achieve Mandated Objective 7?	0	3	6	9	12
u) How well did the applicant's description of activities to achieve Mandated Objective 7 reflect an understanding of the minimum performance standards for this objective?	0	3	6	9	12
v) How well did the applicant describe source documentation to be retained for Mandated Objective 7?	0	3	6	9	12
w) How well did the applicant describe the activities to achieve Mandated Objective 8?	0	3	6	9	12
x) How well did the applicant's description of activities to achieve Mandated Objective 8 reflect an understanding of the minimum performance standards for objective?	0	3	6	9	12

	I	II	III	IV	V
y) How well did the applicant describe source documentation to be retained for Mandated Objective 8?	0	3	6	9	12
z) How well did the applicant provide a timeline for completion of the objectives and activities?	0	3	6	9	12
3. IMPLEMENTATION (Maximum 108 points)					
a) How well did the applicant describe its tribal entity?	0	3	6	9	12
b) How well did the applicant describe the role of the project within the agency?	0	3	6	9	12
c) How well did the applicant describe the duties and program responsibilities of staff?	0	3	6	9	12
d) How well did the applicant's organization chart describe the location and structure of this project within the organization?	0	3	6	9	12
e) How well did the applicant describe the tribal organization's qualifications to successfully implement the project?	0	3	6	9	12
f) How well did the applicant describe important achievements and previous successful projects?	0	3	6	9	12
g) How well did the applicant describe its working relationships with other agencies?	0	3	6	9	12
h) How well did the applicant describe available financial resources to implement placement and other child welfare services for American Indian minors-in-need-of-care once they are under the jurisdiction of the tribal court?	0	3	6	9	12
i) How well did the applicant describe how the project will evaluate the program; did the applicant agree to participate in an OES/CJPD sponsored programmatic evaluation?	0	3	6	9	12
4. BUDGET, including budget narrative (Maximum 80 points)					
a) How well does the budget narrative support the proposal objectives and activities, and the intent and requirements of the program?	0	10	20	30	40
b) How well are the funds allocated in the Budget Category Forms? How well do the line items support the proposal plan, objectives, and activities of the program?	0	10	20	30	40
5. COMPREHENSIVE ASSESSMENT (Maximum 100 points)					
How well does this proposal support the overall intent, goals, and purpose of the program?	0	25	50	75	100

SUMMARY OF PAST PERFORMANCE POLICY

(Effective February 2003)

The following is a summary of OES's Past Performance Policy. A complete copy may be obtained by sending a request to the attention of the Deputy Director of Criminal Justice Programs Division:

Governor's Office of Emergency Services
Criminal Justice Programs Division
P.O. Box 419047
Rancho Cordova, CA 95741-9047
Attn: AMERICAN INDIAN CHILDREN'S TRIBAL COURT
PROGRAM - Children's Section
Fax: (916) 327-5674

1. General Policy

This policy is intended to result in a penalty to existing grantees that have serious performance problems and is to be utilized only in connection with the RFP process and the awarding of grants for new funding cycles. It has been developed in consultation with OES's advisory groups.

2. Penalty Levels

Level A: Complete disqualification from RFP process;

Level B: 10% point reduction of total possible points from an applicant's score.

3. Standard For Invoking This Policy

The standard for invoking either penalty is whether the applicant's compliance with grant terms and conditions falls **significantly** below average — far below the level to be expected of other grantees, and not minor incident(s) of noncompliance with OES policies.

a. Serious Performance Problems That Are Eligible For Consideration

The types of performance problems that would qualify under this policy include, but are not limited to:

- 1) significant failure to account for use of funds, mishandling/misuse of funds, fraud or embezzlement, or other material accounting irregularities or violation(s), as documented in an audit report, monitoring report, police report, or other similar objective documentation;
- 2) violation(s) of material statutory requirements related to the grant;
- 3) a willful or grossly negligent violation of a material OES policy, term or condition of the grant, but only after the grantee has been provided:
 - a) technical assistance by OES, including a site visit if necessary, to remedy the violation;
 - b) at least one written notice (per violation); and
 - c) a reasonable opportunity to remedy the violation.

Any such notice will be provided to the grantee's executive officer and will specify that failure to remedy the violation may negatively impact the grantee's eligibility for future funding, including disqualification from the next RFP process.

It is not necessary for a criminal conviction to have occurred for OES to consider actions that appear to constitute fraud, embezzlement, mishandling of funds, or other types of statutory violations. OES must only have reliable evidence that this conduct occurred. Moreover, only properly documented performance problems will be considered.

b. Factors Considered

In determining an appropriate penalty, factors to be considered include, but are not limited to:

- 1) the seriousness of the problem(s);
- 2) whether the problem or problems identified were intentional;
- 3) whether the problem or problems reveal dishonest behavior by the applicant;
- 4) whether the interests of the State or the public were harmed by the problem or problems;
- 5) whether the problem or problems were a one-time occurrence or represent an ongoing pattern of behavior;
- 6) whether the problem has been documented objectively; and
- 7) whether OES has attempted to assist the grantee in remedying the problem.

c. Specific Examples

All performance problems should be considered on a case-by-case basis, with the totality of the circumstances to be considered. The following examples are not intended to be binding or in any way restrictive of OES's authority to determine the appropriate penalty in any particular case:

- 1) OES conducts a monitoring visit of Project Z, and makes the following findings:
 - a) the shelter failed to pay overtime on two occasions;
 - b) three timesheets did not contain a supervisor's approval; and
 - c) the project's doors opened at 9:30 a.m. instead of 9:00 a.m. as stated on its RFP application.

A corrective action plan is developed and the project takes steps to implement the monitoring recommendations. A follow-up with the grantee four months later shows that the monitoring findings have been corrected.

Penalty: None

- 2) During an audit, it is discovered that a year ago an employee of Project V has embezzled \$300 of OES funds. The audit concludes that this occurred in part because of inadequate management controls and supervision by the project. The employee was fired and the case submitted to the district attorney's office for prosecution. The grantee has implemented new accounting and management policies and procedures, and promises to better supervise its employees. No other problems with the grantee are known.

Penalty: Level B

- 3) Project Y has agreed to provide victim advocacy services in County X. The project spends \$40,000 on other things and provides no such services, as documented in the monitoring report. However, the project still writes that the services are being provided on its OES reports. OES refers the matter to the district attorney for prosecution, but no additional steps have yet been taken.

Penalty: Level A

4. Notification to the Applicant and Appeal of Decision

A letter will be sent by certified mail to applicants denied funding due to past performance problems. The applicant shall be provided with a summary of why the performance problem penalty was invoked. An applicant is entitled to appeal this denial of funding on the same basis as other appeals of denial of funding, pursuant to the Appeals Guidelines.